



SUBMITTAL REQUIREMENTS FOR WOOLSEY FIRE TEMPORARY HOUSING (COASTAL ZONE)



Submittal Requirements:

1. Land Use Application (http://planning.lacounty.gov/assets/upl/apps/LandUse_Application.pdf), completed and signed by property owner
2. Proof of legal establishment
 - a. Building Permit Records – can be obtained from your local Building & Safety field office located at 26600 Agoura Rd, Calabasas; some records may be available online at <http://dpw.lacounty.gov/bsd/bpv/>
 - b. Previous Regional Planning approval(s)
 - c. Previous Coastal Development Permit(s) (CDP) approvals through the California Coastal Commission
 - d. Assessor Building Records – can be obtained by the owner or designated agent from the Assessor's Office. To determine which Assessor's location the property's Building Records are, call (213) 974-3211
3. Departments of Public Works and Public Health Clearances:
 - a. Public Works – Copy of Property Clean-Up Completion Certification Form (Phase I & II) issued by the Department of Public Works, Environmental Programs Division, call (626) 979-5370
 - b. Public Health – Copy of approval of proposed waste disposal method (septic system evaluation or certified wastewater pumping service) issued by the Department of Public Health, Environmental Health Division, call (626) 430-5380
4. Describe the nature and location of the emergency, and remedial actions necessary for the emergency
5. Three Copies of Site Plan(s) which:
 - a. Depict the entire parcel from property line to property line, out to center of nearest roadways, and includes road name(s)
 - b. Depict the area where temporary housing is to be placed. Temporary housing shall be located on the existing building pad or graded area of the parcel on which the destroyed or damaged home was located
 - c. Scale and North arrow
 - d. Depict footprint of destroyed structure(s)
 - e. For large parcels: include a magnified display which focuses on the site area where temporary housing structures will be placed
 - f. Depict setbacks for oak trees, streams, and other important site features within 100 feet of site where temporary structure(s) will be placed
 - g. Describe and depict water, electricity, and waste disposal infrastructure to be used (existing septic, ground level holding tank, temporary power poles, etc.)
6. Floor Plan
 - a. Must show areas for sleeping, cooking, bathing, and sanitation
7. Photographs
 - a. Include 4-6 pictures of the existing condition of the site where temporary housing is to be placed
 - b. Include 4-6 pictures of site of destroyed structure

How to submit:

8. Visit our EpicLA Application page (<https://epicla.lacounty.gov/>) and upload materials above; OR
9. Submit application materials with three (3) sets of plans at one of our Regional Planning offices listed below

Term:

Temporary housing shall be approved for a term of one (1) year, unless extended

Regional Planning – Calabasas Office 26600 Agoura Road Calabasas, CA 91302 Hours: Monday – Thursday 7:00 A.M. – 11:00 A.M. Phone: (213) 974-0051 E-mail: CoastalPermits@planning.lacounty.gov	Regional Planning – Downtown Office 320 West Temple St., 13 th Floor Los Angeles, CA 90012 Hours: Monday – Thursday 9:00 A.M.-11:30 A.M. and 12:30 P.M. – 3:00 P.M. Phone: (213) 974-0051 E-mail: CoastalPermits@planning.lacounty.gov	California Coastal Commission- Ventura Office 89 S California Street #200 Ventura, CA 93001 Phone: (805) 585-1800
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